

MEMORANDUM FOR: All Area Records Officers

JAN 5 1954

SUBJECT: Security Desk Trays

1. The attached leaflets illustrate the use of the security desk trays which were described and demonstrated to you during the Records Management Training Program. The limited number of trays initially ordered for test purposes have proven satisfactory in several offices, and I believe their general use throughout the Agency should now be advocated by you.

2. It is suggested that the leaflet be distributed to all office heads and their Division and Branch Chiefs. Following your discussion with these individuals, I would appreciate you forwarding to this office, a memorandum indicating the number and size of boxes required by your office and an evaluation of the project. The evaluation should be in terms of the number of safe file drawers that can be saved through the consolidation for overnight storage of the work material of a number of persons in fewer drawers or by storage of the boxes in vaulted areas instead of in safes.

3. In order to consolidate the requirements of all offices, simplify procurement and to obtain the best quantity discount prices, please forward your memorandum to this office by 30 January 1954. If any further information on the project is desired, call [redacted] of our Records Services Division on Extension [redacted]

[redacted]
Chief, General Services Office

Attachment

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Records Services Division,		
2	General Services Office Attention: [redacted]		
3	[redacted]		
4			
5			
FROM		INITIALS	DATE
1	OGC 317 South	<i>JEB</i>	1/8/54
2			
3			

☐ APPROVAL	☐ INFORMATION	☐ SIGNATURE
☐ ACTION	☐ DIRECT REPLY	☐ RETURN
☐ COMMENT	☐ PREPARATION OF REPLY	☐ DISPATCH
☐ CONCURRENCE	☐ RECOMMENDATION	☐ FILE

Remarks: After giving some thought to the use of the Security Desk Trays, it is felt that the Office of the General Counsel is too small to benefit very much by their use. As we see it we still would be required to keep the safes we now have and the purchase of the trays would be an additional cost to the Agency. If there were a vault area in South Building for general use of the offices located there, the use of the trays might be more advantageous. [redacted]

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment